

ALTERNATIVE DISPUTE RESOLUTION (ADR) REPORTING FORM
(Please see instructions before completing)

Case Caption: _____

USAO Number: _____ AUSA: _____

Judge(s) [if appropriate]: _____ Opposing Party: _____

Court: D.Ct. _____ Ct. App. _____ Other [District/Circuit]: _____

Civil Cause of Action: _____

Name of Neutral: _____

Date ADR Started: _____ Month _____ Year _____

Date ADR Concluded _____ Month _____ Year _____

Type of Preceding (place an X before all that apply):

Court-ordered ADR
Voluntary

Court-sponsored
Not court-sponsored

Arbitration
Mini-trial
Mediation
Early Neutral Evaluation
Other

Settlement Conferences
Presiding
Judgement
Non-Presiding
Judgment

How long did it take you to prepare for ADR?

0-10 hours 10-20 hours 20-50 hours 50-80 hours over 80 hours

How much time did you spend in ADR?

0-10 hours 10-20 hours 20-50 hours 50-80 hours over 80 hours

Was the dispute resolved as a result of a settlement conference?

If not, was the dispute narrowed as a result of a settlement conference?

Was the dispute resolved through another form of ADR?

If not, was the dispute narrowed through another form of ADR?

Please provide the following information:

The scheduled trial date (even if the case did not proceed to trial):

Date of settlement (if case settled):

Settlement figure paid to the Government:

Settlement figure paid by the Government:

Number of depositions taken in the case:

Were there any particular advantages or disadvantages to any ADR process used in this case? (Comments)

Attorney Name: _____

Date: _____

Telephone Number: _____

INSTRUCTIONS

1. **Timing:** This form should be completed at the time any ADR process is concluded and mailed to:

Peter R. Steenland, Jr.
Senior Counsel for ADR
U.S. Department of Justice
950 Pennsylvania Ave., NW
Room 5708
Washington, DC 20530-0001
(202) 616-9471

Or via computer at: SMO02!shawalom on Groupwise or SMO02(shawalom) on Eagle.

2. **ADR (Alternative Dispute Resolution):** The use by the parties to the dispute of any services by a third-party neutral, other than a court-appointed magistrate conducting settlement conference, to resolve the dispute short of obtaining a final court ruling.
3. **Names** are always entered by listing the last name first, then the first name and finally the middle initial.
4. **Civil Cause of Action** is defined as the civil cause of action code used by your component, perhaps your document clerk, when entering this matter in your component's case tracking system.
5. **Date ADR started** is when the third-party neutral began to hold sessions with one or all of the parties to the dispute.
6. **Date ADR concluded** is either when the resolution to the dispute has been signed by the parties or when ADR was terminated.
7. **Types of Proceedings include the following:**
- | | | |
|---------------------|--------------------------|-----------------------|
| Court-ordered ADR | Arbitration | Mini-trial |
| Voluntary ADR | Early Neutral Evaluation | Non-Judicial |
| Court Sponsored ADR | Mediation | Settlement Conference |
8. **Definitions for Settlement Conferences:**
- a. **Judicial Settlement Conference - Presiding Judge:** Time spent in settlement conference before a presiding judge, who upon hearing summaries of each party's case and applicable law, may articulate opinions about the merits of the case or otherwise facilitate the trading of settlement offers by mediatory or other techniques aimed at improving communication among the parties and eliminating barriers to settlement.
- b. **Judicial Settlement Conference - Non-Presiding Judge:** Time spent in settlement conference before a non-presiding judge or magistrate judge, who, upon hearing summaries of each party's case and applicable law, may articulate opinions about the merits of the case or otherwise facilitate the trading of settlement offers by mediatory or other techniques aimed at improving communication among the parties and eliminating barriers to settlement.